OFFICE OF CIVILIAN DEFENSE
CIVIL AIR PATROL

TRAINING DIRECTIVE)
NO. 14)

NATIONAL HEADQUARTERS
WASHINGTON, FEBRUARY 28, 1942

SAFEGUARDING MILITARY INFORMATION

1. General

The ENEMY wants the information you have and is ever on the alert to pick it up wherever it may be found. A careless word dropped in an unsuspecting moment may be all that is needed to complete piecing together the jig-saw puzzle on which some enemy agent is working, and thus give him information that will lead to the defeat of an important Allied undertaking. The loss or disclosure of military information is a very serious offense, particularly so in time of war.

2. Text

The War Department has issued regulations (Army Regulations No. 380-5) covering the subject of "Safeguarding Military Information". The excerpts from these regulations presented in the following pages have been adopted as the Civil Air Patrol text for this course.

3. Distribution

Copies of this Training Directive will be distributed to units on the basis of four copies per unit.

4. Requirement

Unit Commanders are hereby directed to see that all members of their Command are given a thorough course of instruction in this subject.

5. Instruction Procedure

It is recommended that, where possible, the instructors enlisted to conduct this course be men with experience in military intelligence, such as S-2 officers of small units or G-2 officers in a division or higher unit.

By Command of Major General CURRY

Harry H. Blee

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EXCERPTS FROM ARMY REGULATIONS NO. 380-5

SAFEGUARDING MILITARY INFORMATION

1. Classified military information. - Classified military information includes all information concerning documents, cryptographic devices, development projects, and materiel classified as secret, confidential, or restricted, as well as the items themselves. All other military information, documents, development projects, and materiel are regarded as unclassified.

2. Responsibility. - Classified military information will be discussed only with military or civilian personnel having a legitimate interest therein.

3. Right to possess classified military information. - No person in the military service or employed by it is entitled to classified military information solely by virtue of his commission or official position. Such information will be entrusted only to those who need it in the performance of their official duties.

4. Oral discussions of classified military information. - Either public or private discussion of classified military information by members of the military service with or in the presence of unauthorized personnel is strictly forbidden.

5. Dissemination of secret matter. - The dissemination of secret matter will be held to the absolute minimum. Information as to the contents or whereabouts of secret matter will be disclosed only to those persons whose duties require such knowledge. It is exclusively for the official use of the person to whom it is divulged or issued, who will be responsible for its safe custody and security. Its inviolability is the duty and responsibility of all persons having knowledge thereof, no matter how obtained.

6. Dissemination of confidential matter. - Confidential military information will neither be discussed with nor disclosed to unauthorized persons. The contents or whereabouts of confidential documents, cryptographic devices, or materiel will be disclosed only to those persons in the Government service whose duties require that they have such knowledge and to such other persons of especial trust who must be informed. Those to whom confidential information is entrusted or disclosed are responsible for its safe custody and security.

7. Dissemination of restricted matter. - The information contained in restricted documents and the essential characteristics of

restricted materiel will not be communicated to the public or to the press, but may be given to any person known to be in the service of the United States and to persons of undoubted loyalty and discretion who are cooperating in Government work.

8. Clerical and technical work on secret and confidential matter. - Clerical and technical work on secret and confidential matter will be performed only by trustworthy personnel.

9. Preparation for transmission. - Except when personally delivered by authorized personnel, secret documents transmitted from one person to another will be inclosed in an inner and an outer cover. Typewritten matter in the document will be protected by a cover sheet, or by a method of folding, from direct contact with the inner cover. The inner cover will be a sealed wrapper or envelope addressed in the usual way but plainly marked secret so that the notation will be seen when the outer cover is removed and will contain a receipt form which will identify the addressor, the addressee, and the document. The outer cover will be sealed and addressed in the ordinary manner with no notation to indicate its secret classification.

Prior to opening a sealed package or envelope containing secret documents, the seals and wrappers will be carefully inspected to determine whether there has been any tampering. If any evidence of tampering is noted, the facts will be reported immediately to the issuing authority, who will initiate an investigation without delay.

The inner cover marked secret will be opened only by the person to whom addressed or by personnel specifically designated by him. The receipt form will be dated and signed and immediately returned to the sender. The inner cover will be destroyed by burning if the subject matter of the inclosure has been in contact therewith.

A confidential document will be prepared for transmission in the same manner as a secret document except that the inner cover will contain a receipt form only when the sender deems it necessary and may be opened by any responsible person authorized by the addressee.

10. Transmission of classified documents. - Within the United States and its possessions secret documents will be transmitted by an officer-messenger or courier when practicable, otherwise by United States registered mail.

Secret documents, except thoseused by Air Corps personnel during flight, will be transported by aircraft or by registered air mail

only under exceptional circumstances when in the opinion of one of the authorities designated in paragraph 13a the emergency demands it. When transmitted by military aircraft they will be securely wrapped and placed in the custody of an officer other than the pilot. When the flight of the military aircraft is to be made over water the document will also be weighted.

Confidential documents will be transmitted by an authorized messenger, insured express, or registered mail to any point in the United States and its possessions, provided they do not pass through a foreign postal system and are carried in ships of United States registry.

Confidential documents, except those used by Air Corps personnel during flight, will be transported by military aircraft or by registered air mail only when in the opinion of the responsible officer the emergency demands it.

Restricted documents may be transmitted by any authorized messenger, or by ordinary mail, express, or freight to any point in the United States and its possessions, provided they do not pass through a foreign postal system and are carried on ships of United States registry.

11. Storage of classified documents. - Secret and confidential documents, other than registered documents, will be stored in the most secure files available in a room that is kept locked when not in use. Restricted documents will be stored and handled in such a manner as to insure a reasonable degree of security.

12. Destruction of classified documents. - a. Secret and confidential documents.

(1) When competent authority directs the destruction of secret or confidential documents, they will be burned in the presence of an officer, who will submit a certificate of destruction to the headquarters concerned. If the documents are registered, the certificate will be sent to the officer directing the destruction, who will forward it to the office of record indicated in the registered document.

(2) Preliminary drafts, carbon sheets, plates, stencils, stenographic notes, and work sheets containing secret or confidential data will be destroyed by the person responsible for their production immediately after they have served their purpose

or will be given the same classification and safeguarded in the same manner as the material produced from them.

b. Restricted documents. - Restricted documents will be destroyed in any convenient way which will render them useless.

13. Authority to classify military information. - a. Authority to classify as secret. - Matters may be classified as secret only by or by authority of the Secretary of War; the Under Secretary of War; an Assistant Secretary of War; the Chief of Staff, or an Assistant Chief of Staff of the War Department General Staff; a chief of arm, service, or the National Guard Bureau; a general officer; the commanding officer of a depot, post, camp, or station; the commandant of a general or special service school; or a military attache.

b. Authority to classify as confidential. - Documents, development projects, materiel, or technical information may be classified as confidential by any commissioned officer.

c. Authority to classify as restricted. - Documents, development projects, technical data, and materiel may be classified as restricted by any commissioned officer.

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